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ABSTRACT

Designed for use in the reading room of the ERIC Clearinghouse on Information Resources, this set of three self-instructional guides provides step-by-step instructions for locating information in the ERIC system. The first instruction sheet explains how to use the Thesaurus of ERIC Descriptors to identify appropriate subject headings, or descriptors, for a given topic. The second and third guides explain how to use these descriptors to look for information in the two monthly indexes of ERIC, i.e., Current Index to Journals in Education (CIJE), which covers the periodical literature, and Resources in Education (RIE), which covers the document literature. The types of materials that are announced in RIE and CIJE are briefly described, as well as the location of journals and the ERIC microfiche collection on the Syracuse University campus. (RP)

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Steps in Using ERIC

This instruction sheet presumes that you have already determined that the ERIC indexes are likely to contain information on the topic you are investigating. For general information on ERIC, pick up a copy of the Pocket Guide to ERIC and read it before beginning.

STEP ONE- USING THE THESAURUS OF ERIC DESCRIPTORS

Searching for information on a particular subject in the ERIC system involves the following steps. First, when searching by subject, one must find the appropriate subject headings, called descriptors, in the Thesaurus of ERIC Descriptors. To do this:

1. Identify your specific topic in your own words;

2. Translate your topic into ERIC descriptors. Look for the topic stated in #1 above in the "Rotated Descriptor Display", the second portion of the Thesaurus;

UNIVERSITY LIBRARIES (1968 1980) Use COLLEGE LIBRARIES
VIDEOTAPE LIBRARIES Use FILM LIBRARIES
LIBRARY ACQUISITION
LIBRARY ADMINISTRATION
LIBRARY ADMINISTRATORS Use LIBRARY ADMINISTRATION
LIBRARY AIDES Use LIBRARY TECHNICIANS
LIBRARY AIDS Use LIBRARY EQUIPMENT
LIBRARY ASSOCIATIONS
LIBRARY AUTOMATION
LIBRARY CATALOGING Use CATALOGING
LIBRARY CATALOGS
LIBRARY CIRCULATION
LIBRARY CLERKS Use LIBRARY TECHNICIANS

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3. List the best descriptors and locate them in the "Alphabetical Descriptor Display", the main part of the Thesaurus.

LIBRARY CATALOGS *Mar. 1980*
CIJE: 191 RIE: 175 GC: 710
SN Lists of library materials arranged in some definite order, which record, describe, and index the resources of collections, libraries, or groups of libraries (note: prior to mar80, "catalogs" was used to index this concept)
UF Dictionary Catalogs (1968 1980)
Divided Catalogs (1968 1980)
NT Book Catalogs
Card Catalogs
Union Catalogs
BT Catalogs
Reference Materials
RT Bibliographies
Cataloging
Discographies
Filmographies
Indexes
Libraries
Library Materials
Subject Index Terms

a. Read the Scope Notes (SN) for information on how ERIC uses the term.

b. Check the Broader Terms (BT), Narrower Terms (NT) and Related Terms (RT) under your descriptors to identify other possible descriptors that may be relevant to your topic.

c. Make a list of other descriptors that you might also use.

d. Look up those descriptors and repeat the above steps.

4. Make a final list of the descriptors most likely to have been used to represent your topic.

5. The next decision to be made deals with the type of source material required.

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STEP TWO - THE JOURNAL LITERATURE

If you are looking for information likely to be found in journal literature, begin your search in the Current Index to Journals in Education (CIJE).

Using the descriptors identified in Step One, turn to the Subject Index of either a monthly or semiannual issue of CIJE. The index includes most of the elements of the citation necessary for locating the particular article in the journal.

Library Catalogs

Laserdisc Technology Enters Mainstream. *American Libraries;* v17 n4 p252 Apr 1986 EJ 336 202

What They Say They Do and What They Do: Assessing Online Catalog Use Instruction through Transaction Monitoring. *Information Technology and Libraries;* v5 n1 p28-34 Mar 1986 EJ 336 209

A New Direction for Online Catalog Instruction. *Information Technology and Libraries;* v5 n1 p35-41 Mar 1986 EJ 336 210

What Lies Beyond the Online Catalog? *Library Hi Tech;* v3 n4 p105-14 1985 EJ 336 221

A Conceptual Framework for Teaching Online Catalog Use. *Journal of Academic Librarianship;* v12 n2 p90-96 May 1986 EJ 336 293

For a complete citation, along with the other indexing terms and a brief annotation, look up the EJ number in the Main Entry section in the front of the volume.

EJ 336 209 IR 515 303

What They Say They Do and What They Do: Assessing Online Catalog Use Instruction through Transaction Monitoring. Nielsen, Brian *Information Technology and Libraries;* v5 n1 p28-34 Mar 1986 (Reprint: UMI)

Descriptors: College Libraries; *Evaluation Methods; Higher Education; *Library Catalogs; *Library Instruction; Library Services; Library Surveys; Man Machine Systems; *Online Systems; Research Methodology; Use Studies; *User Satisfaction (Information); *Online Catalogs; Users (Information)

Identifiers: Northwestern University IL; *Transaction Log Analysis

This review of the overall findings of the "Educating the Online Catalog User" project at Northwestern University Library focuses on methods of data collection used in evaluating online catalog performance and user performance. The rationale and methodology of transaction log monitoring and new directions for technical development are highlighted. (7 references) (EJS)

Journals in the IR section of the index (the other accession number in the example above) may be found in the ERIC journal collection in the ERC. If the journals you need are not in the area of Library and Information Science or Educational Technology, a trip to Bird Library will be necessary. The periodical listing of journals in Bird may be found at the ERC desk, if you would like to check note the call numbers before going to the library.

STEP THREE - THE REPORT LITERATURE

ERIC's Resources in Education (RIE) index provides access to a different type of literature. The full text of materials in RIE can be found on microfiche in the ERC and in Bird Library's Social Science department. Documents found in RIE include conference proceedings, curriculum materials, research reports, project descriptions and much more.

For a subject search, use the same descriptors located in Step One in the subject index of either an annual or semiannual index volume, or a monthly issue. Only the title and ERIC Document (ED) number is listed in the index. Note the ED numbers of any potentially useful items.

Library Catalogs
Bibliographic Instruction in ARL Libraries. SPEC Kit 121.
ED 269 015

Dewey Decimal Classification Online Project: Evaluation of a Library Schedule and Index Integrated into the Subject Searching Capabilities of an Online Catalog. Final Report.
ED 269 021

For a complete citation and abstract, use the corresponding abstracts volume if you are in a cumulated index, or refer to the Document Resume section of the monthly index. Note the ED numbers of items that appear useful.

ED 269 015 IR 051 492
Ahmad, Carol F.
Bibliographic Instruction in ARL Libraries. SPEC Kit 121.
Association of Research Libraries, Washington, D.C. Office of Management Studies.
Pub Date—Feb 86
Note—122p.; For a related document, see ED 251 076.
Available from—Systems and Procedures Exchange Center, Office of Management Studies, 1527 New Hampshire Ave., NW, Washington, DC 20036 ($20.00 per issue; subscription services available).
Pub Type— Opinion Papers (120) — Reports - Descriptive (141)
EDRS Price - MF01 Plus Postage. PC Not Available from EDRS.
Descriptors—Academic Libraries, Computer Assisted Instruction, Higher Education, Library Automation, *Library Catalogs, *Library Instruction, *Library Planning, Library Research, *Library Skills, Microcomputers, Research Libraries
Identifiers—*Association of Research Libraries
This Systems and Procedures Exchange Center (SPEC) kit on Bibliographic Instruction (BI) in Association of Research Libraries (ARL) examines current developments as well as anticipated trends based on a SPEC telephone survey of 25 ARL libraries with active BI programs. Two themes which ran through the mid-1985 interviews were the use of new technology in BI programs and the expansion of programs to reach more diverse audiences.

Microfiche is filed by ED number in the black filing cabinets. Use the microfiche reader or reader-printer to view and/or copy pages from microfiche.

If you require further assistance, you may want to use the collection housed on the fourth floor of Bird Library, or make an appointment to speak with ERIC's User Services Coordinator.

Prepared by Pamela W. McLaughlin *May 1987*